

Double-Click on Macro Name to Copy It to One of Your Templates

**ChangeTransNum
Place**

Description: Runs the TransactionNumber.MoveTransNum subroutine to let you change the place to insert transaction numbers; see TransactionNumber macro below.

CopyrightNotice

Description:
Inserts
"Copyright ©,"
the year, the
name of the
copyright
holder, and
"All rights
reserved."

FindTable

Description:
Finds a
table,
and asks
whether
you want
to look
for
another.
Space is
reserved

for typed
or
recorded
actions
to apply
to each
table as
it's
found.

Heading List

Description
: Collects
headings
into an
array and
then
inserts list
into a
document

InsertCropM arks

Description:
Inserts crop
marks.

InsertDatean dTime

Description:
Replaces built-in
command to give
more choices for
date and time
format and to let
you type a date in
the format you
want.

RevisionMarksM acros

Contents: Copies the following set of macros for making revision marking directly available from the menu rather than only through a dialog box.

RevisionMarksBold

Description: Menu command for turning on bold revision marking

RevisionMarksOff

Description: Menu command for turning off revision marking

RevisionMarksOn

Description: Menu command for turning on revision marking

RevisionMarksUnderline

Description: Menu command for turning on underline revision marking

UndoRevisions

Description: Menu command for undoing revision marking

StripParaM arx1

Description: Strips extra paragraph marks for one paragraph at a time.

StripParaM arx2

Description: Strips paragraph marks from

the beginning
to the end of
the document.

StripParaM arx3

Description:
Strips
paragraph
marks
throughout
document;
skips dividing
lines and
tables.

SubScr ipt

*Descripti
on:*
Lowers
the
selection
three
points
below
the
baseline
and
shrinks
point
size by
one size
selection
.

SuperScr ipt

Description
: Raises
the
selection
three

points
above the
baseline
and shrinks
point size
by one size
selection.

TransactionNu mber

Description:

Generates a
transaction
number that
contains the date
and a sequence
number.